



**The Bay
Academy**

Policy No.: TBA013

**HEALTH, SAFETY AND
CRISIS MANAGEMENT POLICY**

**(IN COMPLIANCE WITH UMALUSI
ACCREDITATION REQUIREMENTS)**

1. PURPOSE

- 1.1. This policy ensures that The Bay Academy provides a safe, healthy, and secure environment for all learners, staff, visitors, contractors, and service providers.
- 1.2. It establishes procedures for preventing and responding to emergencies, health hazards, and security risks while promoting wellbeing and compliance with national and local legislation.
- 1.3. This policy has been developed in line with the Umalusi Policy and Criteria for the Quality Assurance and Accreditation of Independent Schools and Private Assessment Bodies (as amended, 2017) and meets the requirements outlined in the Umalusi Accreditation Checklist (2025).

2. LEGAL AND REGULATORY FRAMEWORK

- 2.1. This policy is guided by the following laws, regulations, and municipal bylaws:
 - 2.1.1. South African Schools Act No. 84 of 1996 (as amended)
Provides the legal foundation for school governance, safety responsibilities, and learner protection.
 - 2.1.2. Regulations Relating to Safety Measures at Independent Schools (Government Gazette No. 26663, Notice 975 of 20 August 2004)
Declares schools as dangerous-object and drug-free zones; authorises searches, seizures, and access control.
 - 2.1.3. Occupational Health and Safety Act No. 85 of 1993 (as amended)
Ensures the health and safety of employees and learners within the school environment.
 - 2.1.4. National Health Act No. 61 of 2003 (as amended)
Governs the promotion of health, hygiene, and disease prevention.
 - 2.1.5. Fire Safety Regulations and Building Control Bylaws (City of Cape Town / Hout Bay)
Sets minimum standards for building safety, fire prevention, and evacuation procedures.

- 2.1.6. Tobacco Products Control Act No. 83 of 1993 (as amended)
Prohibits smoking in public spaces, including educational institutions.
- 2.1.7. Tobacco Products and Electronic Delivery Systems Control Bill [B33–2022]
(pending)
Expands the definition of smoking to include vaping and electronic devices.
- 2.1.8. Children's Act No. 38 of 2005
Protects children's rights to safety, wellbeing, and development.
- 2.1.9. Disaster Management Act No. 57 of 2002
Provides a framework for coordinated disaster prevention and response.

3. HEALTH AND SAFETY MANAGEMENT

3.1. Physical Safety

- 3.1.1. The campus, classrooms, laboratories, and play areas must be kept free of hazards.
- 3.1.2. All equipment and facilities are inspected regularly as required by the OHSA.
- 3.1.3. Hygiene and sanitation standards must be maintained through clean ablution facilities, safe drinking water, and proper waste disposal.

3.2. Chemical and Biological Safety

- 3.2.1. All hazardous materials (e.g., cleaning agents, laboratory substances) must be safely stored and labelled.
- 3.2.2. Staff handling chemicals receive safety training.
- 3.2.3. First-aid kits are readily available, and designated first-aiders must be certified and known to staff.

3.3. Fire Safety

- 3.3.1. Fire extinguishers, alarms, and exit signage are checked annually.
- 3.3.2. Fire evacuation routes and emergency lighting must comply with municipal bylaws.
- 3.3.3. Fire drills are conducted at least once per term.

3.4. Medical Emergencies

- 3.4.1. Trained first-aiders must be on-site during school hours.
- 3.4.2. Immediate medical assistance is provided where needed, and parents/guardians are informed promptly.
- 3.4.3. Clear protocols for allergic reactions and severe injuries are in place.

3.5. Psychosocial Support

- 3.5.1. Learners and staff affected by emergencies or trauma have access to counselling and emotional support.
- 3.5.2. Teachers receive basic psychosocial awareness training.
- 3.5.3. The school collaborates with external social workers, psychologists, and trauma response services when necessary.

4. INFECTIOUS DISEASE AND PANDEMIC PREPAREDNESS

- 4.1. The Bay Academy will maintain readiness for outbreaks and pandemics through:
 - 4.1.1. proper hygiene, cleaning, and ventilation practices;
 - 4.1.2. access to personal protective equipment (PPE) when required;
 - 4.1.3. isolation of symptomatic individuals and notification to health authorities;
 - 4.1.4. temporary remote learning arrangements when onsite teaching is unsafe; and
 - 4.1.5. clear communication to parents, learners, and staff regarding protocols.
- 4.2. The Principal and Health and Safety Officer will ensure that all actions align with the Department of Health and Department of Basic Education guidance.

5. SMOKING, VAPING, AND AIR QUALITY POLICY

- 5.1. In line with the Tobacco Products Control Act No. 83 of 1993 (as amended), the OHSA, and the Tobacco Products and Electronic Delivery Systems Control Bill [B33–2022], The Bay Academy is a strictly smoke-free and vape-free environment.
- 5.2. Smoking or vaping is prohibited:
 - 5.2.1. inside all school buildings and vehicles;
 - 5.2.2. within 10 metres of entrances, windows, or ventilation intakes; and
 - 5.2.3. anywhere learners, staff, or visitors may be exposed to second-hand smoke or vapour.

5.3. Designated smoking areas are not permitted.

5.4. Staff may not smoke or vape on or near the premises in view of learners or the public.

5.5. Clear signage will be displayed across the campus.

5.6. Breaches of this policy may result in disciplinary action under the school's Code of Conduct.

6. CRISIS MANAGEMENT FRAMEWORK

6.1. Roles and Responsibilities

Role	Key Responsibilities
Principal (Crisis Coordinator)	➤ Leads all crisis responses ➤ Communicates with emergency services ➤ Public / media spokesperson ➤ Declares evacuations or lockdowns
Health and Safety Officer	➤ Maintains safety plan and equipment ➤ Conducts risk assessments ➤ Coordinates post-incident reviews
Emergency Response Team ("ERT")	
• ERT Leader	➤ Oversees team actions ➤ Communicates with Principal and field staff
• First Aid Coordinator	➤ Provides medical assistance ➤ Coordinates with ambulance services
• Fire Marshal	➤ Leads evacuations ➤ Checks fire safety compliance
• Security Liaison	➤ Manages access control ➤ Enforces lockdowns and searches
Educators and Class Teachers	➤ Supervise learners ➤ Maintain registers ➤ Lead classroom evacuations ➤ Provide calm, order, and direction
Administrative Staff	➤ Update emergency contacts ➤ Track visitors ➤ Document incidents ➤ Support communication
Support Staff (Maintenance, Grounds)	➤ Secure premises ➤ Shut off utilities ➤ Report damage / hazards

School Counsellor / Psychosocial Officer	➤ Offer trauma support ➤ Refer to external services ➤ Support learner and staff recovery
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6.2. Crisis Types Covered

- 6.2.1. Medical emergencies
- 6.2.2. Fire incidents
- 6.2.3. Natural disasters (floods, storms)
- 6.2.4. Structural failures
- 6.2.5. Violence, bomb threat, active threat
- 6.2.6. Hazardous material incidents

6.3. Response Procedures

- 6.3.1. Clear incident command structure with delegated responsibilities.
- 6.3.2. Standard Operating Procedures ("SOPs") for each crisis type.
- 6.3.3. Emergency contact lists: police (10111), ambulance, fire brigade, local Municipal Disaster Management.

6.4. Communication Systems

- 6.4.1. Two-way radios, phones for staff, PA and public address in all buildings.
- 6.4.2. Emergency contact details updated regularly and shared with parents / guardians.

6.5. Crisis Simulation Drills

- 6.5.1. Conduct fire and lockdown drills quarterly; record participation, review outcomes.
- 6.5.2. Annual evaluation with adjustments based on debriefs.

6.6. Post-Incident Action

- 6.6.1. Hold debriefs with all stakeholders; gather reports.
- 6.6.2. Update risk assessments and SOPs accordingly.
- 6.6.3. Provide ongoing support/referrals for affected individuals.

6.7. Data Protection and POPI Act Compliance

- 6.7.1. All personal data, learner records, and assessment archives are safeguarded per POPI Act requirements and the school's data management policy in both digital and physical emergencies. Backups are encrypted and stored offsite or in secure cloud systems. Hardcopy records are locked in fire-safe cabinets.

7. EVACUATION PROCEDURES

7.1. Evacuation Routes and Signage

- 7.1.1. Clearly marked exit paths for each building.
- 7.1.2. Disabled access included in evacuation planning.

7.2. Assembly Areas

- 7.2.1. Primary and backup assembly areas - distanced from buildings and hazards.
- 7.2.2. Each class has a designated assembly zone.

7.3. Evacuation in Practice

- 7.3.1. Alarm signal initiated.
- 7.3.2. Staff supervise orderly evacuation, checking attendance via class registers.
- 7.3.3. Safety officer conducts sweep to ensure no one remains inside.
- 7.3.4. Gather at assembly; teachers report attendance.
- 7.3.5. Safety officer confirms site clearance, then instructs next steps.
- 7.3.6. No one re-enters buildings until "all-clear" from designated authority (Fire Chief or Principal).

7.4. Special Needs and Visitors

- 7.4.1. Planned assistance for learners or staff requiring mobility support.
- 7.4.2. Visitor log maintained; nominated escort ensures safe evacuation.

8. SECURITY AND ACCESS CONTROL

- 8.1. School zoned dangerous-object and drug-free as per Gazette No. 975.
- 8.2. All entrants to present ID and declare any dangerous items; bag checks and searches authorised.
- 8.3. Surveillance of entry points; visitor log and controlled access enforced.

9. TRAINING, REVIEW AND DOCUMENTATION

- 9.1. Annual training for all staff on policy, evacuation, crisis procedures.
- 9.2. Record-keeping: first-aid logs, incident reports, drill records.
- 9.3. Annual policy review by leadership team, referencing legal/regulatory updates.SMT ensures policies are actioned in practice.

10. EMERGENCY CONTACTS

Role	Name	Contact Number
Principal / Crisis Coordinator	Pieter Steyn	+27 82 644 2290
Health & Safety Officer	[Insert Name]	[Insert Number]
Fire & Emergency Services	City of Cape Town Fire	107 / +27 21 480 7700
Police	SAPS Hout Bay	+ 27 21 791 8660
Ambulance / ER Services	EMS Western Cape	10177
Municipal Disaster Management	City of Cape Town	+27 80 911 4357
Local Hospital	[Insert Name]	[Insert Number]

11. CONCLUSION

- 11.1. This policy complies with national and provincial safety legislation, ensuring a robust crisis response framework, including well-defined evacuation procedures. Training, regular drills, and preventive controls are embedded. Facility inspections, secure storage, access control, and comprehensive documentation ensure legal compliance and accreditation readiness.

POLICY TRACKING AND REVIEW RECORD

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